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ABSTRACT

This publication provides program standards for commercial sheet metal programs. Twelve categories of standards are presented. Each category is divided into one or more subcategories, and each subcategory contains three components: standard statement, explanatory comment, and evaluative criteria. Subcategories for foundations standards are as follows: philosophy, purpose, goals, program objectives, availability, and evaluation. Admissions standards include the following: admission requirements, provisional admission requirements, recruitment, and evaluation and planning. Program structure standards address these areas: curriculum design, program numbering system, program consistency, exit points, credentials, course code, course consistency, course sequence, electives, and course transferability. Standards for program evaluation and planning are given in the following areas: evaluation; planning; enrollment, graduation, and placement levels; attrition levels; and student performance. Instructional program standards focus on these areas: course content; course objectives; course instruction; occupation-based instruction; evaluation of students; grading system; laboratory management; live work; equipment, supplies, and materials; and physical facility. The remaining standards deal with the following: academic skills (academic requirements); employability skills (job acquisition, job retention and advancement); staff (faculty qualifications and responsibilities); advisory committee (function, membership, meetings); special needs (commitment); equity (commitment); and health and safety (commitment). (YLB)

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# COMMERCIAL SHEET METAL PROGRAM STANDARDS

Developed and Produced
Under Contractual Agreement with

Georgia Board of
Technical and Adult Education
Office of Technical Education
660 South Tower
One CNN Center
Atlanta, Georgia 30303-2705
1991

# COMMERCIAL SHEET METAL PROGRAM STANDARDS

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## ACKNOWLEDGEMENTS

The development of Commercial Sheet Metal program standards is a significant step for technical education and economic development in Georgia. These standards represent a statewide commitment to provide consistent, quality technical education, to equip our graduates with the background and skills necessary to meet their individual occupational needs, and to meet the currently expanding needs of the Georgia employment market.

Many people have contributed time, effort, and expertise to the standards development project. The Georgia Board of Technical and Adult Education, the Board's Standards Committee, the standards development committee, and the project staff have worked diligently to make the establishment of these standards a reality. Robert Mabry, Doug Bolen, and Patt Stonehouse of the Georgia Department of Technical and Adult Education have provided direction for the project. Walter Sessoms, in his past role as Board's Standards Committee chairman, contributed leadership, motivation, and insight to the standards project. James Crisp, Coordinator of Educational Programs, has provided invaluable assistance in planning and monitoring the project.

These efforts have been sustained by the commitment of the Board's Standards Committee whose members each brought special concern and expertise to the standards development project. William Wiley, present committee chair, has assumed the leadership role with the energy and integrity that will assure successful progress of the standards development process.

We extend sincere thanks to each member of the Board's Standards Committee below.

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Columbus

Jean Hartin
Columbus

Judy Hulsey
Carrollton

Costelle Walker
Atlanta

William Wiley, Chairperson
Macon

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L. E. Schwartz & Sons, Inc.

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Eugene Lastinger
Moultrie Technical Institute

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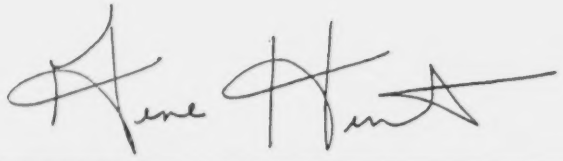

Eugene Hunt, Chairperson
Georgia Board of Technical and Adult Education

Ken Breeden, Commissioner
Georgia Department of Technical and Adult Education

## COMMERCIAL SHEET METAL PROGRAM STANDARDS

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## HOW TO USE THIS MANUAL

**Tab Dividers**

This document is divided into sections, each section being divided from the others by means of a section-identifier tab. Each section contains standard(s) pertaining to a particular category of standards.

**Table of Contents**

The Table of Contents lists the tabbed categories of standards plus the title and identifier number for each standard within each tabbed section.

**Numbering System**

Each standard has a unique six-digit identifier number. The number is divided into three sets of two-digit couplets, each set being divided by a dash.

Example: 03-04-05...

**03** indicates standard document #3 (i.e., The Electronic Engineering Standards document).

**04** indicates section #4 in the document (i.e., The Program Evaluation and Planning standards section).

**05** indicates standard #5 within section four (i.e., The Student Performance standard within the Program Evaluation and Planning standards section).

**Finding a Standard**

Standard identifier numbers appear in the upper right-hand corner of each page. To find a given standard, refer to the Table of Contents to find the identifier number of the standard of interest, select the appropriate section tab, and find the desired standard within the selected tab section.

**Amendments**

Registered manual holders are instructed to keep their manuals updated as amendments are disseminated.

**Document Transmittal**

All new or revised documents are sent to the registered holder of the manual and are recorded on a Manuals Document Transmittal Form. Transmittals are numbered consecutively, and instructions for use are printed on the form.

**Amendment Record**

The registered holder of the manual records the receipt of all Manual Document Transmittals on the Amendment Record. This record and instructions are found on the reverse side of the manual title page.

# COMMERCIAL SHEET METAL

## FOUNDATIONS
(Philosophy)

Standard Statement

A philosophy statement is developed expressing the beliefs and values that govern the content and conduct of the Commercial Sheet Metal program.

Explanatory Comment

A statewide program philosophy statement is developed and provided for the Commercial Sheet Metal program. The statewide philosophy statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

The Commercial Sheet Metal program philosophy statement expresses the fundamental educational and occupational principles that guide the instructional process.

Evaluative Criteria

The Commercial Sheet Metal program has a clearly defined, written philosophy statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Commercial Sheet Metal program philosophy statement is developed by the program faculty, the administration, and the program advisory committee.

The philosophy of the Commercial Sheet Metal program is in accordance with the philosophy of the Georgia Board of Technical and Adult Education and reflects the beliefs, values, and attitudes of the institution, the instructional field, the community, and the employment market.

The philosophy of the Commercial Sheet Metal program determines the unique role of the program in meeting the technical educational needs of the students, the community, and the employment market.

The philosophy of the Commercial Sheet Metal program reflects a desire to achieve educational excellence.

## COMMERCIAL SHEET METAL

The philosophy of the Commercial Sheet Metal program reflects a commitment to meet the needs of business and industry.

The philosophy of the Commercial Sheet Metal program includes a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The philosophy statement of the Commercial Sheet Metal program is approved by the administration of the institution.

# COMMERCIAL SHEET METAL

## PHILOSOPHY

The basic beliefs, attitudes, and concepts that are the foundation of the Commercial Sheet Metal program are expressed in the following statements.

Commercial Sheet Metal is a program of study which is compatible with the policies of the Georgia Board of Technical and Adult Education and encourages each Commercial Sheet Metal program student to benefit and contribute as a partner in the economic development and stability of Georgia. The philosophy of the Commercial Sheet Metal program is founded on the value attributed to individual students, the sheet metal profession, and technical education.

The Commercial Sheet Metal program of study is consistent with the philosophy and purpose of the institution. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Program graduates are well grounded in the fundamentals of commercial sheet metal theory and application and are prepared for employment and subsequent upward mobility.

The Commercial Sheet Metal program is a program that provides the student with necessary knowledge and skills to adapt to a variety of positions in the rapidly changing commercial sheet metal field. Important attributes for success of program graduates are critical thinking, problem solving, human relations skills, and the ability to apply technology to work requirements.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, handicapping condition, academic disadvantage, or economic disadvantage.

To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner which promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

This is a dynamic field which requires attention to current curriculum and up-to-date instructional equipment. The Commercial Sheet Metal program must promote the concept of change as the technology evolves. The need for nurturing the spirit of involvement and lifelong learning is paramount in the commercial sheet metal field.

# COMMERCIAL SHEET METAL

## FOUNDATIONS
(Purpose)

Standard Statement

A purpose statement delineating the instructional services which the Commercial Sheet Metal program provides is developed and implemented.

Explanatory Comment

A statewide purpose statement is developed and provided for the Commercial Sheet Metal program. The statewide purpose statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

A major purpose of the Commercial Sheet Metal program is to meet community and employment market needs for education in commercial sheet metal.

Evaluative Criteria

The Commercial Sheet Metal program has a clearly defined, written purpose statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Commercial Sheet Metal program purpose statement is developed by the program faculty, the administration, and the program advisory committee.

The purpose of the Commercial Sheet Metal program is in accordance with the purpose of the Georgia Board of Technical and Adult Education and the institution.

The purpose of the Commercial Sheet Metal program reflects the values and beliefs expressed in the program philosophy.

The purpose of the Commercial Sheet Metal program includes a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The purpose statement of the Commercial Sheet Metal program is approved by the administration of the institution.

# COMMERCIAL SHEET METAL

## PURPOSE

The purpose of the Commercial Sheet Metal program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed in the field of commercial sheet metal.

The Commercial Sheet Metal program provides educational opportunities regardless of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

The Commercial Sheet Metal program is intended to produce graduates who are prepared for employment as sheet metal mechanics. Program graduates are to be competent in the general areas of communications, math, and interpersonal relations. Program graduates are to be competent in the technical areas of hand tool, power tool, and equipment operation; drafting and layout; sheet metal welding, joining, and finishing; psychrometrics; and architectural sheet metal applications.

# COMMERCIAL SHEET METAL

## FOUNDATIONS
(Goals)

Standard Statement

A program goals statement focuses the efforts of the Commercial Sheet Metal program.

Explanatory Comment

A statewide goals statement is developed and provided for the Commercial Sheet Metal program. The statewide program goals statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

Goals are broad statements of intent that delineate the achievements the Commercial Sheet Metal program seeks to attain. Goals are stated in non-quantifiable terms.

Evaluative Criteria

The Commercial Sheet Metal program has a clearly defined, written goals statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Commercial Sheet Metal program goals statement is developed by the program faculty, the administration, and the program advisory committee.

The goals of the Commercial Sheet Metal program are in accordance with the philosophy and purpose of the program.

The goals of the Commercial Sheet Metal program reflect a desire to provide exemplary occupational/technical education.

The goals of the Commercial Sheet Metal program reflect a commitment to assisting students to achieve successful employment in the commercial sheet metal field.

The goals of the Commercial Sheet Metal program are the basis for the development of program objectives.

## COMMERCIAL SHEET METAL

The goals of the Commercial Sheet Metal program include a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

The goals statement of the Commercial Sheet Metal program is approved by the administration of the institution.

# COMMERCIAL SHEET METAL

## GOALS
(Process)

The goals of the Commercial Sheet Metal program are to:

1. Provide education which acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.

2. Provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.

3. Provide education which develops the potential of each student to become a productive, responsible, and upwardly mobile member of society.

4. Provide quality commercial sheet metal education in an atmosphere that fosters interest in and enthusiasm for learning.

5. Prepare graduates to function as accountable and responsible members within their field of endeavor.

6. Prepare graduates to function as safe and competent practitioners in the commercial sheet metal field.

7. Prepare program graduates with the highest level of competence possible given the constraints of the interests and ability levels of the individual.

8. Provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

9. Foster employer participation, understanding, and confidence in the instructional process and the competence of Commercial Sheet Metal program graduates.

# COMMERCIAL SHEET METAL

## FOUNDATIONS
(Program Objectives)

Standard Statement

An objectives statement based on established program goals is developed for the Commercial Sheet Metal program.

Explanatory Comment

A statewide objectives statement is developed and provided for the Commercial Sheet Metal program. The statewide program objectives statement may be augmented at the local level so that the unique circumstances of the community may be accommodated.

Program objectives are desired program outcomes stated in measurable, temporal, and operational terms.

Evaluative Criteria

The Commercial Sheet Metal program has a clearly defined, written objectives statement that is reviewed by the program faculty, the administration, and the program advisory committee.

Any addition to the Commercial Sheet Metal program objectives statement is developed by the program faculty, administration, and the program advisory committee.

An essential objective of the Commercial Sheet Metal program is to prepare students for successful employment in the commercial sheet metal field.

The objectives of the Commercial Sheet Metal program stress learning outcomes, efficiency, enrollment, public relations, and other outcomes that impact on program quality.

A major objective of the Commercial Sheet Metal program is student achievement of identified exit point competencies.

The objectives of the Commercial Sheet Metal program include a nondiscrimination statement pertaining to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, and economic disadvantage.

## COMMERCIAL SHEET METAL

The objectives statement of the Commercial Sheet Metal program is approved by the administration of the institution.

## COMMERCIAL SHEET METAL

### OBJECTIVES
(Process)

The objectives of the Commercial Sheet Metal program are to:

1. Provide current curriculum, instructional materials, and equipment (in accordance with available funding) which teach knowledge, skills, and attitudes appropriate to industry needs.

2. Provide educational facilities which foster learning and provide safe, healthy environments available and accessible to all students who can benefit from the program.

3. Provide academic instruction which supports effective learning within the program and which enhances professional performance on the job.

4. Provide employability skills which foster work attitudes and work habits that will enable graduates of the program to perform as good employees.

5. Nurture the desire for learning so that graduates will pursue their own continuing education as a lifelong endeavor.

6. Provide an educational atmosphere which promotes a positive self-image and a sense of personal well-being.

7. Provide education that fosters development of good safety habits.

8. Provide admission, educational, and placement services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

9. Provide information to the public regarding the program that will facilitate recruitment and enrollment of students.

10. Promote good public relations via contacts and regular communications with business, industry, and the public sector.

11. Promote faculty and student rapport and communications to enhance student success in the program.

Standard Number:
67-01-05

# COMMERCIAL SHEET METAL

## FOUNDATIONS
(Availability)

Standard Statement

Written philosophy, purpose, goals, and objectives statements for the Commercial Sheet Metal program are made available to the staff of the institution and the general public.

Explanatory Comment

Published Commercial Sheet Metal program philosophy and purpose statements are important recruitment tools that help students to select programs that meet their needs.

Evaluative Criteria

The philosophy and purpose statements of the Commercial Sheet Metal program are published and made available to the staff of the institution and the general public.

Written goals and objectives are available for the Commercial Sheet Metal program.

Commercial Sheet Metal program philosophy, purpose, goals, and objectives statements are used by student development services personnel to aid in recruiting and placing students.

# COMMERCIAL SHEET METAL

## FOUNDATIONS
(Evaluation)

Standard Statement

The philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program are evaluated.

Explanatory Comment

The evaluation of the Commercial Sheet Metal program philosophy, purpose, goals, and objectives assists the program in meeting student, community, and employment market needs.

Evaluative Criteria

Formal evaluation of the philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program is performed annually and documents input from the program faculty, the administration, and the program advisory committee.

Evaluation of the philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program is conducted to assure congruence with changing community and employment market needs and Georgia Board of Technical and Adult Education philosophy and purpose statements.

Evaluation of the philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program assesses congruence with the requirements of the designated accrediting agency(ies).

Evaluation processes are designed to consider state evaluation processes and requirements and to verify that the philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program are being fulfilled.

Evaluation of the philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program results in revision, as needed.

# COMMERCIAL SHEET METAL

## ADMISSIONS
(Admission Requirements)

Standard Statement

Statewide admission requirements are implemented for the Commercial Sheet Metal program.

Explanatory Comment

Admission refers to regular admission into a diploma granting program.

Statewide program admission requirements consider state and national occupational licensing and certifying requirements, where applicable.

The institution develops and implements clearly stated diploma program admissions policies and procedures.

Evaluative Criteria

The requirements for admission to the Commercial Sheet Metal program are:
a) attainment of 16 or more years of age;
b) achievement of minimum regular admission scores on tests of reading, language, and math as specified in GDTAE document *Minimum Program Entrance Scores*; and
c) completion of application and related procedures.

Admission of transfer students to the Commercial Sheet Metal program is contingent upon their meeting the following requirements:
a) regular admission and good standing at a regionally accredited diploma or degree granting institution; and
b) proper completion of application and related procedures.

# COMMERCIAL SHEET METAL

## ADMISSIONS
(Provisional Admission Requirements)

Standard Statement

Statewide provisional admission requirements are implemented for the Commercial Sheet Metal program.

Explanatory Comment

Provisional admission is granted to qualified students who do not meet the regular admission requirements of the program.

Provisionally admitted students are allowed to take developmental studies courses and/or certain occupational courses as designated in the course sequence standard.

The institution develops and implements clearly stated policies and procedures for entry into diploma programs on a provisional basis.

Evaluative Criteria

Provisional admission to the Commercial Sheet Metal program is afforded those students who do not meet program admission requirements but who meet provisional admission requirements.

The requirements for provisional admission to the Commercial Sheet Metal program are:

a) attainment of 16 or more years of age;
b) achievement of minimum provisional admission scores on tests of reading, language, and math as specified in GDTAE document *Minimum Program Entrance Scores*; or recommendation by program faculty and designated admissions personnel on the basis of interview and assessment of student potential; and
c) completion of application and related procedures.

All Commercial Sheet Metal program students initially admitted on a provisional basis meet regular admission requirements prior to graduation.

Provisionally admitted students whose English, math, and/or reading achievement levels do not meet regular program admission requirements are required to enroll in developmental studies courses approved by the Georgia Board of Technical and Adult Education.

# COMMERCIAL SHEET METAL

## ADMISSIONS
## (Recruitment)

Standard Statement

The Commercial Sheet Metal program recruitment materials and practices are in the best interests of the students, institution, community, and employment market.

Explanatory Comment

The recruitment effort makes potential students aware of the services provided by the Commercial Sheet Metal program and the institution.

The recruitment effort seeks to serve the economic development of the community by affording opportunities to prospective students.

The institution develops and implements a systematic, overall recruitment effort designed to assist students in meeting their occupational needs.

Evaluative Criteria

The recruitment effort assists in maintaining and/or increasing the Commercial Sheet Metal program and institution enrollments.

The recruitment effort of the Commercial Sheet Metal program includes participation in or assistance with:

a) development and dissemination of informational materials;
b) recruitment activities with other programs within the institution;
c) communication with potential students through contact with employers, secondary schools, organizations, the program advisory committee, and others;
d) promotion of Commercial Sheet Metal program awareness among individuals and groups; and
e) consideration of the industrial and business needs of the community and employment market.

All recruitment materials and practices are ethical, equitable, and accurate in the depiction of the institution, the Commercial Sheet Metal program, and the potential benefits of program completion.

## COMMERCIAL SHEET METAL

A written description of the admission requirements and procedures, tuition fees, and other costs of the Commercial Sheet Metal program is made available to potential students.

# COMMERCIAL SHEET METAL

## ADMISSIONS
(Evaluation and Planning)

Standard Statement

An evaluation of the admission requirements of the Commercial Sheet Metal program is conducted.

Explanatory Comment

The admission requirements of the Commercial Sheet Metal program are compatible with the admissions policies and procedures of the institution.

Evaluative Criteria

Commercial Sheet Metal program admission requirements are evaluated annually to assure compliance with Georgia Board of Technical and Adult Education policies and standards and designated accrediting agency requirements.

The administration, with input from the program faculty and advisory committee, conducts an annual evaluation of Commercial Sheet Metal program admission requirements to assess their adequacy in meeting the needs of the students, community, and employment market.

The evaluation results are used to modify the admissions procedures of the institution and to suggest Commercial Sheet Metal program admission changes to the Georgia Board of Technical and Adult Education, as needed.

Standard Number:
67-03-01

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Curriculum Design)

Standard Statement

The curriculum of the Commercial Sheet Metal program includes four categories of instruction: general core courses, fundamental occupational/technical courses, specific occupational/technical courses, and elective courses.

Explanatory Comment

General core courses and fundamental occupational/technical courses provide the academic and occupational/technical background that supports the specific occupational/technical and elective courses.

Evaluative Criteria

The Commercial Sheet Metal program requires student completion of general core courses such as math, language skills, and other courses required by the Georgia Board of Technical and Adult Education.

The Commercial Sheet Metal program requires student completion of fundamental occupational/technical courses in introductory concepts, principles, and technologies that provide the foundations for the given occupation and related fields.

The Commercial Sheet Metal program requires student completion of specific occupational/technical courses that build on the foundations provided in the fundamental occupational/technical courses.

Commercial Sheet Metal program students are offered the opportunity to take state-approved elective courses in order to develop their individual interests.

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Program Numbering System)

### Standard Statement

A Classification of Instructional Programs (CIP) code is applied to the Commercial Sheet Metal program.

### Explanatory Comment

Assignment of a statewide CIP code to every diploma program is the basis for consistent program identification.

### Evaluative Criteria

The Commercial Sheet Metal program is assigned a (PGM) CIP code of (PGM) 48.0506 and is consistent with all other programs throughout the state which have the same (PGM) CIP code.

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Program Consistency)

Standard Statement

The Commercial Sheet Metal program utilizes essential course components consistent with statewide program requirements.

Explanatory Comment

Programs assigned an identical (PGM) CIP code are consistent statewide.

Evaluative Criteria

The Commercial Sheet Metal program is assigned a (PGM) CIP code of (PGM) 48.0506 and utilizes essential components designated for that program number statewide. Program components include, but are not limited to:

a) Program Title

Commercial Sheet Metal

b) Program Description

The Commercial Sheet Metal program is a sequence of courses that prepares students for careers in sheet metal and related fields. Learning opportunities develop academic, technical, and professional knowledge and skills required for job acquisition, retention, and advancement. The program emphasizes a combination of sheet metal theory and practical application necessary for successful employment. Program graduates receive a diploma and are qualified as sheet metal mechanics.

c) Essential Courses

| | | | Credits |
|---|---|---|---|
| 1) Essential General Core Courses | | | 13 |
| ENG | 100 | English | 5 |
| MAT | 101 | General Mathematics | 5 |
| PSY | 100 | Interpersonal Relations and Professional Development | 3 |

## COMMERCIAL SHEET METAL

| | | | |
|---|---|---|---|
| 2) | Essential Fundamental Occupational Courses | | 24 |
| | SMM 101 | Sheet Metal Orientation, Hand Tools, and Safety | 7 |
| | SMM 102 | Sheet Metal Measurement | 5 |
| | SMM 104 | Sheet Metal Machine Tools | 2 |
| | SMM 105 | Blueprint Reading and Uniform Building Codes | 2 |
| | SMM 106 | Sheet Metal Seams, Fasteners, and Hardware | 6 |
| | SMM 108 | Drafting, Layout, and Geometric Construction | 2 |
| 3) | Essential Specific Occupational Courses | | 35 |
| | SMM 109 | Methods of Development I | 5 |
| | SMM 110 | Duct Liners and Insulation | 2 |
| | SMM 111 | Sheet Metal Welding and Finishing | 5 |
| | SMM 113 | Methods of Development II | 5 |
| | SMM 115 | Duct Sizing and Psychrometrics | 5 |
| | SMM 116 | Stainless Steel | 2 |
| | SMM 117 | Architectural Blueprint Reading | 4 |
| | SMM 118 | Methods of Development III | 5 |
| | SMM 119 | Architectural Sheet Metal Roofing | 2 |
| 4) | Essential Electives | | 3 |

d) Program Final Exit Point

Sheet metal mechanic

e) Credits Required for Graduation

75 minimum quarter hour credits required for graduation

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Exit Points)

Standard Statement

The Commercial Sheet Metal program faculty documents student attainment of identified exit points.

Explanatory Comment

Exit points are the points within the program at which occupational competencies are achieved to qualify students for an entry level position in their field.

Evaluative Criteria

The faculty of the Commercial Sheet Metal program monitors, evaluates, and records student progress towards achieving exit point competency levels.

The final Commercial Sheet Metal program exit point, documented by a diploma, is that of sheet metal mechanic.

Potential exit points within the Commercial Sheet Metal program include, but are not limited to: sheet metal mechanic's helper, steps I and II sheet metal apprentice, sheet metal assembler, and sheet metal installer.

The institution documents completion of exit points with a transcript.

Graduation from the Commercial Sheet Metal program is dependent upon meeting the requirements of the Georgia Board of Technical and Adult Education.

Standard Number:
67-03-05

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Credentials)

Standard Statement

The achievement of Commercial Sheet Metal program graduates and leavers is documented by the institution.

Explanatory Comment

A program graduate is a student who successfully fulfills all program requirements. A program leaver is a student who exits from the program prior to completion of all program requirements.

Course description documents are based on the course title, the essential course description, the essential competency areas taught, and the number of credits awarded as detailed in the program-specific standards and the listing of state-approved electives.

Evaluative Criteria

The institution grants each Commercial Sheet Metal program graduate a diploma certifying satisfaction of program requirements.

Upon request, each Commercial Sheet Metal program graduate is provided a transcript and course description document detailing courses taken, grades, credits earned, and credential awarded.

Upon request, each Commercial Sheet Metal program leaver who has completed one or more courses is provided a transcript and course description document detailing courses taken, grades, and credits earned.

Upon request, each Commercial Sheet Metal program leaver who has not completed an entire course is provided a transcript and course description document detailing the course entered and withdrawal.

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Course Code)

Standard Statement

A statewide course identification code is applied to each Commercial Sheet Metal course.

Explanatory Comment

An alphanumeric identification code is assigned to each course.

All Georgia Board of Technical and Adult Education approved courses are included in the course identification coding system.

Evaluative Criteria

Each course is assigned an alphanumeric descriptor that serves as the statewide course identification code.

The following list contains the Georgia Board of Technical and Adult Education designated course titles and course identification codes of the Commercial Sheet Metal program.

| | | |
|---|---|---|
| ENG | 100 | English |
| MAT | 101 | General Mathematics |
| PSY | 100 | Interpersonal Relations and Professional Development |
| SMM | 101 | Sheet Metal Orientation, Hand Tools, and Safety |
| SMM | 102 | Sheet Metal Measurement |
| SMM | 104 | Sheet Metal Machine Tools |
| SMM | 105 | Blueprint Reading and Uniform Building Codes |
| SMM | 106 | Sheet Metal Seams, Fasteners, and Hardware |
| SMM | 108 | Drafting, Layout, and Geometric Construction |
| SMM | 109 | Methods of Development I |
| SMM | 110 | Duct Liners and Insulation |
| SMM | 111 | Sheet Metal Welding and Finishing |
| SMM | 113 | Methods of Development II |
| SMM | 115 | Duct Sizing and Psychrometrics |
| SMM | 116 | Stainless Steel |

## COMMERCIAL SHEET METAL

| | | |
|---|---|---|
| SMM | 117 | Architectural Blueprint Reading |
| SMM | 118 | Methods of Development III |
| SMM | 119 | Architectural Sheet Metal Roofing |

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Course Consistency)

Standard Statement

Courses assigned a given course identification code are consistent.

Explanatory Comment

Courses assigned the same course identification code are consistent throughout the state.

One quarter equals a minimum of 50 instructional days. One contact hour equals a minimum of 50 minutes of instruction.

One (l) quarter hour credit is defined as follows:

a) class - One contact hour of class per week for the duration of a quarter equals one quarter hour credit; class is defined as instruction which emphasizes group or individualized classroom learning.

b) demonstration laboratory (D.Lab) - Two contact hours of demonstration laboratory per week for the duration of a quarter equals one quarter hour credit; demonstration laboratory is defined as instruction which emphasizes teacher assisted learning activities.

c) practical performance laboratory (P.Lab) - Three contact hours of practical performance laboratory per week for the duration of a quarter equals one quarter hour credit; practical performance laboratory is defined as instruction which emphasizes structured activities requiring the application and practice of occupational competencies.

d) occupation-based instruction (O.B.I.) - Three contact hours of occupation-based instruction per week for the duration of a quarter equals one quarter hour credit; occupation-based instruction is defined as instruction which emphasizes supervised work-experience activities requiring the application of occupational competencies.

## COMMERCIAL SHEET METAL

Evaluative Criteria

Each course assigned a given course identification code utilizes certain components identical to those designated for that course identification code statewide.

Components designated for each course identification code include:

a) course title;
b) essential course description;
c) essential competency areas taught; and
d) number of quarter hour credits awarded for course completion.

## COMMERCIAL SHEET METAL

Courses in the Commercial Sheet Metal program include:

**ENG 100 - ENGLISH**

Emphasizes the development and improvement of written and oral communications abilities. Topics include: basic grammar; language usage; vocabulary; idea development; spelling; outlining; sentence elements; sentence development; paragraph development; revision; listening skills; reading skills; and locating, using, and organizing information. Homework assignments reinforce classroom learning.

| Competency Areas | Hours |
|---|---|
| - Basic Oral Communications | Class/Week - 5 |
| - Listening Skills | Lab/Week - 0 |
| - Basic Grammar and Sentence Skills | Credit - 5 |
| - Paragraph Development | |
| - Reading Skills | |

Prerequisite: ENG 096, or entrance English score in accordance with approved DTAE admission score levels; and RDG 096, or entrance reading score in accordance with approved DTAE admission score levels

## COMMERCIAL SHEET METAL

### MAT 101 - GENERAL MATHEMATICS

Emphasizes mathematical skills that can be applied to the solution of occupational and technical problems. Topics include: properties of numbers, fractions, decimals, percents, ratio and proportion, measurement and conversion, exponents and radicals, and geometric and technical formulas. Class includes lectures, applications, and homework to reinforce learning.

| Competency Areas | Hours |
|---|---|
| - Properties of Numbers | Class/Week - 5 |
| - Fractions | Lab/Week - 0 |
| - Decimals | Credit - 5 |
| - Percents | |
| - Ratio and Proportion | |
| - Measurement and Conversion | |
| - Exponents and Radicals | |
| - Geometric and Technical Formulas | |

Prerequisite: MAT 097, or entrance arithmetic score in accordance with approved DTAE admission score levels

## COMMERCIAL SHEET METAL

### PSY 100 - INTERPERSONAL RELATIONS AND PROFESSIONAL DEVELOPMENT

Provides a study of human relations and professional development in today's rapidly changing world that prepares students for living and working in a complex society. Topics include: personal skills required for understanding the self and others; projecting a professional image; job acquisition skills such as conducting a job search, interviewing techniques, job applications, and resume preparation; desirable job performance skills; and desirable attitudes necessary for job retention and advancement.

| Competency Areas | Hours |
|---|---|
| - Human Relations Skills | Class/Week - 3 |
| - Job Acquisition Skills | Lab/Week - 0 |
| - Job Retention Skills | Credit - 3 |
| - Job Advancement Skills | |
| - Professional Image Skills | |

Prerequisite: Provisional admission

### SMM 101 - SHEET METAL ORIENTATION, HAND TOOLS, AND SAFETY

Provides an introduction to the nature of work as a sheet metal mechanic. Topics include: the historical significance of metals, sheet metal safety, use of hand tools, use of measurement tools, and metal application and selection.

| Competency Areas | Hours |
|---|---|
| - Historical Significance of Metals | Class/Week - 6 |
| - Sheet Metal Safety | D.Lab/Week - 1 |
| - Hand Tools and Materials | P.Lab/Week - 3 |
| - Measurement Tools | Credit - 7 |
| - Metal Application and Selection | |

Prerequisite: Provisional admission

## COMMERCIAL SHEET METAL

### SMM 102 - SHEET METAL MEASUREMENT

Provides instruction in the fundamentals of measurement in sheet metal work. Topics include: use of conversion charts, the use of an architect's scale and rules, and scale ratios.

| Competency Areas | Hours |
|---|---|
| - Conversion Charts | Class/Week - 5 |
| - Architectural Rules and Scales | Lab/Week - 0 |
| | Credit - 5 |

Prerequisite/Corequisite: SMM 101

### SMM 104 - SHEET METAL MACHINE TOOLS

Introduces the uses of manual and power operated machine tools in sheet metal fabrication. Topics include: bench tool use, portable power tool use, and floor tool use.

| Competency Areas | Hours |
|---|---|
| - Bench Tool Use | Class/Week - 1 |
| - Portable Power Tool Use | D.Lab/Week - 2 |
| - Floor Tool Use | Credit - 2 |

Prerequisite/Corequisite: SMM 101

## COMMERCIAL SHEET METAL

### SMM 105 - BLUEPRINT READING AND UNIFORM BUILDING CODES

Develops the ability to read and use architectural drawings for sheet metal fabrication. Topics include: types of architectural drawings, sheet metal symbols, working drawings, and materials selection.

| Competency Areas | Hours |
|---|---|
| - Types of Architectural Drawings | Class/Week - 2 |
| - Sheet Metal Symbols | P.Lab/Week - 1 |
| - Working Drawings | Credit - 2 |
| - Materials Selection | |

Prerequisites/Corequisites: SMM 101, SMM 102

### SMM 106 - SHEET METAL SEAMS, FASTENERS, AND HARDWARE

Introduces methods, materials, and procedures used to join component parts of sheet metal assemblies. Topics include: identification of mechanical fasteners; fastener use; nonmechanical fastening procedures; and seams, locks, edges, and notches.

| Competency Areas | Hours |
|---|---|
| - Metal Fastener Identification | Class/Week - 4 |
| - Fastener Applications | P.Lab/Week - 6 |
| - Nonmechanical Fasteners | Credit - 6 |
| - Seams, Locks, Edges, and Notches | |

Prerequisites: SMM 101, SMM 104

## COMMERCIAL SHEET METAL

### SMM 108 - DRAFTING, LAYOUT, AND GEOMETRIC CONSTRUCTION

Introduces students to the tools, equipment, and procedures used in the production of sheet metal products. Topics include: layout drafting boards, layout drafting tools, and pattern transfer to metal.

| Competency Areas | Hours |
|---|---|
| - Drafting For Layout | Class/Week - 1 |
| - Layout and Drafting Tools | D.Lab/Week - 2 |
| - Pattern Transfer | Credit - 2 |

Prerequisites: MAT 101, SMM 105

### SMM 109 - METHODS OF DEVELOPMENT I

Provides an introduction to the techniques used to develop basic and complex sheet metal layouts. Topics include: parallel line methods, radial line methods, and triangulation methods.

| Competency Areas | Hours |
|---|---|
| - Parallel Line Methods | Class/Week - 1 |
| - Radial Line Methods | D.Lab/Week - 9 |
| - Triangulation Methods | Credit - 5 |

Prerequisites/Corequisites: SMM 106, SMM 108

## COMMERCIAL SHEET METAL

### SMM 110 - DUCT LINERS AND INSULATION

Provides a study of the characteristics, uses, application, and fabrication procedures for various types of duct liners and insulations. Topics include: thermal and acoustic qualities, fabrication, and installation.

| Competency Areas | Hours |
|---|---|
| - Thermal and Acoustic Qualities | Class/Week - 1 |
| - Fabrication | D.Lab/Week - 2 |
| - Installation | Credit - 2 |

Prerequisite: SMM 108

### SMM 111 - SHEET METAL WELDING AND FINISHING

Provides the fundamentals of joining various sheet metals using soldering, resistance welding, arc welding, and brazing techniques. Post-joining finishing techniques are emphasized. Topics include: soldering techniques, spot welding, arc and carbon arc welding, oxyacetylene torch use, grinding and polishing, TIG welding, and welding safety.

| Competency Areas | Hours |
|---|---|
| - Soldering Techniques | Class/Week - 2 |
| - Spot Welding | D.Lab/Week - 2 |
| - Arc and Carbon Arc Welding | P.Lab/Week - 6 |
| - Oxyacetylene Torch Use | Credit - 5 |
| - Grinding and Polishing | |
| - TIG Welding | |
| - Welding Safety | |

Prerequisite: SMM 104

## COMMERCIAL SHEET METAL

### SMM 113 - METHODS OF DEVELOPMENT II

Continues the development of proficiency in sheet metal layout. Emphasis is placed on the development of transition and offset pieces. Topics include: transition development and offset development.

| Competency Areas | Hours |
|---|---|
| - Transition Development<br>- Offset Development | Class/Week - 1<br>D.Lab/Week - 9<br>Credit - 5 |

Prerequisite: SMM 109

### SMM 115 - DUCT SIZING AND PSYCHROMETRICS

Introduces the applied science of psychrometrics as it applies to duct size selection. Topics include: psychrometric processes, psychrometric charts, friction loss measurement, and heat loss/gain measurement.

| Competency Areas | Hours |
|---|---|
| - Psychrometric Processes<br>- Psychrometric Charts<br>- Friction Loss Measurement<br>- Heat Loss/Gain Measurement | Class/Week - 5<br>Lab/Week - 0<br>Credit - 5 |

Prerequisites: MAT 101, SMM 105

## COMMERCIAL SHEET METAL

### SMM 116 - STAINLESS STEEL

Introduces fabrication techniques for stainless steel sheet metal products. Topics include: production procedures, special tools and materials, layout and fabrication, and stainless steel finishing techniques.

| Competency Areas | Hours |
|---|---|
| - Stainless Steel Production Procedures | Class/Week - 1 |
| - Special Tools and Equipment | D.Lab/Week - 2 |
| - Stainless Steel Layout and Fabrication | Credit - 2 |
| - Stainless Steel Finishing Techniques | |

Prerequisites: SMM 111, SMM 113

### SMM 117 - ARCHITECTURAL BLUEPRINT READING

Continues the development of blueprint reading skills, with emphasis placed on architectural sheet metal applications. Topics include: architectural blueprint symbols evaluation, site and plot plans, and architectural sheet metal applications.

| Competency Areas | Hours |
|---|---|
| - Architectural Blueprint Symbols | Class/Week - 4 |
| - Site Plan Evaluation | D.Lab/Week - 1 |
| - Architectural Sheet Metal Applications | Credit - 4 |

Prerequisite: SMM 105

## COMMERCIAL SHEET METAL

### SMM 118 - METHODS OF DEVELOPMENT III

Concludes the formation of pattern development skills used by sheet metal mechanics. Emphasis is placed on the application of pattern development methods for complex sheet metal products. Topics include: "T" and "Y" layouts, advanced pattern transfer, and combination methods.

| Competency Areas | Hours |
|---|---|
| - "T" and "Y" Development | Class/Week - 1 |
| - Advanced Pattern Transfer | D.Lab/Week - 9 |
| - Combination Methods | Credit - 5 |

Prerequisite: SMM 113

### SMM 119 - ARCHITECTURAL SHEET METAL ROOFING

Introduces architectural sheet metal roofing applications. Topics include: roof construction types, characteristics of sheet metal roofing, and sheet metal roofing applications.

| Competency Areas | Hours |
|---|---|
| - Roof Construction Types | Class/Week - 1 |
| - Characteristics of Architectural Sheet Metal Roofing | P.Lab/Week - 4 |
| - Sheet Metal Roofing Applications | Credit - 2 |

Prerequisite: SMM 108

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Course Sequence)

Standard Statement

The Commercial Sheet Metal program requires students to progress through the four instructional course categories in a developmentally valid sequence.

Explanatory Comment

The four instructional course categories are: general core courses, fundamental occupational/technical courses, specific occupational/technical courses, and elective courses.

A developmentally valid instructional sequence is one in which the student acquires prerequisite knowledge and skills before progressing to more advanced studies.

Evaluative Criteria

The Commercial Sheet Metal program requires students to complete prerequisite courses prior to enrolling in subsequent courses.

Provisions are made for Commercial Sheet Metal program students to exempt courses in which they are competent.

The Commercial Sheet Metal program complies with the required provisional admission, program admission, and/or program admission level competency prerequisites listed below.

The Commercial Sheet Metal program reflects the suggested course prerequisites and/or corequisites listed below.

(In the list below, prerequisites are indicated by [P]
and prerequisites/corequisites are indicated by [P/C].)

| Courses | | Sequence |
|---|---|---|
| ENG 100 | English | [P] ENG 096, or DTAE English admission score levels; and RDG 096, or DTAE reading admission score levels |

## COMMERCIAL SHEET METAL

| | | |
|---|---|---|
| MAT 101 | General Mathematics | [P] MAT 097, or DTAE arithmetic admission score levels |
| PSY 100 | Interpersonal Relations and Professional Development | [P] Provisional admission |
| SMM 101 | Sheet Metal Orientation, Hand Tools, and Safety | [P] Provisional admission |
| SMM 102 | Sheet Metal Measurement | [P/C] SMM 101 |
| SMM 104 | Sheet Metal Machine Tools | [P/C] SMM 101 |
| SMM 105 | Blueprint Reading and Uniform Building Codes | [P/C] SMM 101, SMM 102 |
| SMM 106 | Sheet Metal Seams, Fasteners, and Hardware | [P] SMM 101, SMM 104 |
| SMM 108 | Drafting, Layout, and Geometric Construction | [P] MAT 101, SMM 105 |
| SMM 109 | Methods of Development I | [P/C] SMM 106, SMM 108 |
| SMM 110 | Duct Liners and Insulation | [P] SMM 108 |
| SMM 111 | Sheet Metal Welding and Finishing | [P] SMM 104 |
| SMM 113 | Methods of Development II | [P] SMM 109 |
| SMM 115 | Duct Sizing and Psychrometrics | [P] MAT 101, SMM 105 |
| SMM 116 | Stainless Steel | [P] SMM 111, SMM 113 |
| SMM 117 | Architectural Blueprint Reading | [P] SMM 105 |
| SMM 118 | Methods of Development III | [P] SMM 113 |
| SMM 119 | Architectural Sheet Metal Roofing | [P] SMM 108 |

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Electives)

Standard Statement

Electives are made available for the Commercial Sheet Metal program.

Explanatory Comment

Commercial Sheet Metal program students are provided opportunities to enroll in state-approved elective courses. Elective courses utilize the following components: course title, essential course description, essential competency areas, and number of credits awarded for course completion.

Required courses for a diploma program are available to other diploma programs as elective courses.

Evaluative Criteria

Electives are established utilizing the following process:

a) The administration of the institution, the program faculty, and the program advisory committee cooperate in establishing and utilizing a system to recommend needed and feasible elective courses;
b) The administration of the institution, the program faculty, and the program advisory committee communicate with the statewide program technical committee and appropriate staff of the Georgia Department of Technical and Adult Education concerning the proposed elective(s);
c) The administration of the institution, the program faculty, and the program advisory committee consider revisions and prepare a final elective course proposal;
d) The administration of the institution presents the elective course proposal to the appropriate staff of the Georgia Department of Technical and Adult Education;
e) The staff of the Georgia Department of Technical and Adult Education reviews the proposal using its established criteria for evaluating elective courses.

Electives are made available for the Commercial Sheet Metal program and elective course work is included in the requirements for program graduation.

# COMMERCIAL SHEET METAL

## PROGRAM STRUCTURE
(Course Transferability)

Standard Statement

Commercial Sheet Metal program courses are transferable on the basis of their course identification code.

Explanatory Comment

Courses assigned identical course identification codes include consistent essential competency areas; therefore, resultant credits are guaranteed transferable between programs and institutions under the jurisdiction of the Georgia Board of Technical and Adult Education.

Courses that do not have an assigned course identification code but include similar essential competency areas are selectively transferable.

Evaluative Criteria

Commercial Sheet Metal program courses assigned designated course identification codes are transferable between programs and institutions under the jurisdiction of the Georgia Board of Technical and Adult Education.

Courses taken outside the Georgia Technical and Adult Education system are selectively accepted for transfer on the basis of similarity in competency areas as determined by the Commercial Sheet Metal program faculty and admissions officers.

Only those courses in which a grade of C or better was awarded are transferable.

# COMMERCIAL SHEET METAL

## PROGRAM EVALUATION AND PLANNING
(Program Evaluation)

Standard Statement

A written evaluation procedure is developed and implemented for the Commercial Sheet Metal program.

Explanatory Comment

Program evaluation procedures vary depending upon the nature of the institution and the program. The administration and program faculty, in association with the program advisory committee, develop and implement program evaluation procedures and data collection techniques that are reasonable and realistic for yearly evaluation purposes.

Commercial Sheet Metal program faculty and administrative personnel work together to determine student enrollment, attrition, graduation, placement, and performance levels.

Evaluative Criteria

A procedure for continuous Commercial Sheet Metal program evaluation is developed and implemented by the administration of the institution, program faculty, and program advisory committee. Formal evaluation of the Commercial Sheet Metal program is conducted and documented annually.

The Commercial Sheet Metal program evaluation procedure is used to determine the extent to which program goals and objectives are achieved.

The Commercial Sheet Metal program evaluation results are used to determine the adequacy of the existing program to meet current occupational needs.

The Commercial Sheet Metal program evaluation procedure is used to ascertain the consistency of the philosophy, purpose, goals, and objectives of the program with those of the institution, the Georgia Board of Technical and Adult Education, and the designated accrediting agency(ies).

The Commercial Sheet Metal program evaluation procedure includes review of student program evaluations, enrollment, attrition, graduation, placement, and student performance levels.

## COMMERCIAL SHEET METAL

The Commercial Sheet Metal program evaluation procedure includes consultation with the program advisory committee, frequent communication with employers, analysis of placement and follow-up data, and collection of other information to evaluate and document program relevance.

Commercial Sheet Metal program evaluation results are used to plan program improvements.

Standard Number:
67-04-02

# COMMERCIAL SHEET METAL

## PROGRAM EVALUATION AND PLANNING
(Program Planning)

Standard Statement

A written planning procedure is developed and implemented for the Commercial Sheet Metal program.

Explanatory Comment

The Commercial Sheet Metal program planning procedure allows responsiveness to the changing needs of the community and employment market.

The Commercial Sheet Metal program is evaluated at the institutional level by the students, instructors, program advisory committee, and administration; from this documented data, short-range and long-range program planning is developed.

Evaluative Criteria

A Commercial Sheet Metal program planning procedure is developed and implemented by the administration of the institution and program faculty. Formal planning for the Commercial Sheet Metal program is conducted and documented annually.

The Commercial Sheet Metal program planning procedure utilizes program evaluation results to facilitate provision of program offerings of sufficient quality and scope to meet community and employment market needs.

The Commercial Sheet Metal program planning procedure considers recommendations for program and course continuation, addition, deletion, and/or modification based on needs assessment information and input from the administration of the institution, the program faculty, and the advisory committee.

The Commercial Sheet Metal program planning procedure considers information from appropriate national, state, and local governmental and non-governmental agencies.

The Commercial Sheet Metal program planning procedure considers information such as demographic studies, occupational surveys, current curricula, cost estimates, instructor availability, equipment needs, and projected enrollment figures that include special populations.

## COMMERCIAL SHEET METAL

The Commercial Sheet Metal program planning procedure satisfies the program planning requirements of the designated accrediting agency(ies).

Standard Number:
67-04-03

# COMMERCIAL SHEET METAL

## PROGRAM EVALUATION AND PLANNING
(Enrollment, Graduation, and Placement Levels)

Standard Statement

An evaluation of the enrollment, graduation, and placement levels of the Commercial Sheet Metal program is conducted.

Explanatory Comment

Acceptable Commercial Sheet Metal program outcomes (enrollment, graduation, and placement levels) are identified in the Evaluation, Planning, and Budgeting (EPB) model.

Evaluative Criteria

Annual evaluation of Commercial Sheet Metal program enrollment, graduation, and placement statistics is conducted and documented by the administration and program faculty.

Commercial Sheet Metal program evaluation findings are compared with acceptable outcome levels designated for state evaluation requirements.

Factors contributing to the outcomes of the Commercial Sheet Metal program are identified and analyzed. Where enrollment, graduation, and/or placement levels are unacceptable, appropriate corrective action is taken.

# COMMERCIAL SHEET METAL

## PROGRAM EVALUATION AND PLANNING
(Attrition Levels)

Standard Statement

An analysis of the attrition level of the Commercial Sheet Metal program is conducted and used in evaluating and improving the program.

Explanatory Comment

Attrition level is a measure of the number of students who withdraw from a program prior to completion of graduation requirements.

Attrition levels vary from one type of program to another depending on the nature of the program and the student population. The attrition level of the Commercial Sheet Metal program is compared with relevant, available national norms and other data.

Evaluative Criteria

Annual evaluation of the attrition level of the Commercial Sheet Metal program is conducted and documented by the program faculty.

Factors contributing to the attrition level are identified and analyzed, and appropriate corrective action is taken.

# COMMERCIAL SHEET METAL

## PROGRAM EVALUATION AND PLANNING
(Student Performance)

### Standard Statement

An evaluation of the Commercial Sheet Metal program is conducted based on student achievement levels.

### Explanatory Comment

Achievement levels are evaluated on the basis of verified student performance related to academic knowledge, occupational/technical knowledge, and performance skills.

Student achievement levels for the Commercial Sheet Metal program are determined on the basis of student performance data gathered from tests which are locally developed and conducted during each program of study.

### Evaluative Criteria

Annual evaluation of Commercial Sheet Metal program student achievement levels is conducted and documented by the administration and program faculty.

Factors contributing to student achievement levels are identified and analyzed. Where achievement is low, corrective action is taken to improve the program.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Course Content)

### Standard Statement

The essential content of each Commercial Sheet Metal course is consistent statewide for courses having the same course identification code.

### Explanatory Comment

Course content is defined in terms of competency areas taught. The program-specific standards of the Georgia Board of Technical and Adult Education detail the essential competency areas for each course identification code.

### Evaluative Criteria

The content of each Commercial Sheet Metal course having a given course identification code includes, but is not limited to, essential competency areas identified for that course identification code.

Competency areas included in the Commercial Sheet Metal course content reflect advances in the subject area and occupational field and respond to student, community, and employment market needs.

The overall content of each Commercial Sheet Metal course is consistent with established program goals and objectives.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Course Objectives)

Standard Statement

Each Commercial Sheet Metal program course is constructed on the basis of course objectives.

Explanatory Comment

Course objectives are desired student performance outcomes stated in measurable performance terms.

The Commercial Sheet Metal program faculty coordinates the planning of course objectives, outlines, and syllabi in an effort to facilitate program efficiency and consistency.

Evaluative Criteria

The objectives of each Commercial Sheet Metal course are derived from established program objectives.

Commercial Sheet Metal course outlines and lesson plans are based on course objectives.

Standard Number:
67-05-03

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Course Instruction)

Standard Statement

Suitable instructional techniques and resources facilitate the fulfillment of Commercial Sheet Metal course objectives.

Explanatory Comment

A wide variety of instructional techniques and resources are used to direct student learning experiences.

Evaluative Criteria

Course outlines, syllabi, and group or individual lesson preparations serve to organize instruction in each Commercial Sheet Metal classroom and laboratory.

Instructional materials such as competency tests, text books, instruction sheets, audiovisuals, and computer programs are utilized to meet Commercial Sheet Metal program goals and objectives and enhance instructional effectiveness.

Teaching methods, materials, and procedures make provisions for individual differences, needs, and capabilities. Opportunities for remediation are provided to students as needed.

Student learning experiences include theoretical instruction and practical application of knowledge. The ratio of theoretical to practical instruction depends on the nature of program competencies.

Student progress is systematically monitored, evaluated, and recorded by the Commercial Sheet Metal program faculty as part of the instructional process.

Desirable employability skills are integrated into Commercial Sheet Metal course instruction and are modeled by the instructor.

Academic skills are integrated into Commercial Sheet Metal course instruction and are modeled by the instructor.

Standard Number:
67-05-03

## COMMERCIAL SHEET METAL

A syllabus which outlines course objectives, requirements, content, and evaluation techniques is made available to students enrolled in each Commercial Sheet Metal course.

Instructional methods are evaluated routinely, and evidence of improvement is collected and documented by the Commercial Sheet Metal program faculty.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Occupation-Based Instruction)

Standard Statement

The Commercial Sheet Metal program offers effective occupation-based instructional delivery where appropriate.

Explanatory Comment

Occupation-based instructional delivery systems include educational work experiences, internships, practicums, and other specialized and/or innovative learning arrangements.

Diploma programs that require internships, work experience arrangements, and/or other occupation-based instructional experiences do so on the basis of designated essential competency areas and courses for the given program.

Evaluative Criteria

Any internship, on-the-job training arrangement, or other educational work experience that is a Commercial Sheet Metal program requirement or elective is:

a) listed as a course having a course identification code;
b) assigned course credit and required tuition;
c) defined by the same requirements for statewide course title, essential course description, and essential competency areas as any other diploma/degree program course;
d) controlled and supervised by the institution, Commercial Sheet Metal program faculty, and/or the person designated to coordinate work experience courses; and
e) managed through the use of prescribed individual training plans that detail required student learning and performance objectives and appropriate agreements between institutions and work experience supervisors.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Evaluation of Students)

Standard Statement

A system for evaluation of students is developed and implemented by the Commercial Sheet Metal program faculty.

Explanatory Comment

Evaluation of students is based on tests, observations, records, interviews, homework, projects, and/or other evidence of student performance.

Evaluative Criteria

The Commercial Sheet Metal program system for evaluation of students is consistent with institutional grading policies.

The faculty of the Commercial Sheet Metal program develops, implements, and disseminates a written system for evaluation of students.

The Commercial Sheet Metal program system for evaluation of students reflects the philosophy, purpose, goals, and objectives of the program.

The Commercial Sheet Metal program system for evaluation of students requires use of competency-based measures of student performance.

The Commercial Sheet Metal program system for evaluation of students requires use of both formative and summative evaluation.

The Commercial Sheet Metal program system for evaluation of students includes evaluation and documentation of student achievement in both course specific knowledge and practical application.

The Commercial Sheet Metal program system for evaluation of students includes evaluation and documentation of student achievement in the cognitive, affective, and psychomotor domains.

The Commercial Sheet Metal program system for evaluation of students is reviewed annually and revised, as necessary.

Standard Number:
67-05-06

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Grading System)

Standard Statement

The Commercial Sheet Metal program implements statewide grading standards.

Explanatory Comment

Program grading systems vary in detail but are consistent regarding major principles.

Evaluative Criteria

The faculty of the Commercial Sheet Metal program develops, implements, and disseminates a written grading system that incorporates statewide grading standards.

The grading system reflects the objectives of the Commercial Sheet Metal program.

The grading system of the Commercial Sheet Metal program is used to promote student awareness of learning progress.

The grading system of the Commercial Sheet Metal program bases grades in occupational courses on documented measures of student knowledge, practical application of knowledge, and employability skills.

The grading system of the Commercial Sheet Metal program establishes passing grades that document student achievement of course competencies at levels acceptable for job entry.

The grading system of the Commercial Sheet Metal program requires use of a grading scale whereby 90 to 100% is an A, 80 to 89% is a B, 70 to 79% is a C, 65 to 69% is a D, and 0 to 64% is an F.

The grading system of the Commercial Sheet Metal program recommends the minimum course grade of C for progress from specified courses to more advanced courses.

The grading system of the Commercial Sheet Metal program is evaluated annually by the program faculty and revised, as needed.

Standard Number:
67-05-07

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Laboratory Management)

Standard Statement

A system for instructional laboratory management is developed and implemented by the faculty of the Commercial Sheet Metal program.

Explanatory Comment

An established laboratory management system facilitates productive instructional laboratory operation.

Evaluative Criteria

The faculty of the Commercial Sheet Metal program develops and implements a written laboratory management system.

The laboratory management system is disseminated to Commercial Sheet Metal program students and faculty.

Institutional policies regarding safety, liability, and laboratory operation are reflected in the Commercial Sheet Metal program laboratory management procedure.

The Commercial Sheet Metal program laboratory management system is consistent with the goals and objectives of the program.

The Commercial Sheet Metal program laboratory management system maximizes the instructional usefulness of student laboratory experiences. The laboratory management system is designed to meet student needs in learning program competencies.

The Commercial Sheet Metal program laboratory management system complies with and stresses safety practices, requires that safety instruction precede laboratory instruction, and establishes required safety tests.

The Commercial Sheet Metal program laboratory management system is developed using input from program faculty, advisory committee members, and, when possible, students.

The laboratory management system is evaluated annually and revised, as needed.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Live Work)

Standard Statement

The faculty of each Commercial Sheet Metal program that includes live work as part of its curriculum develops and implements a written live work system.

Explanatory Comment

Live work is a vital component of many occupational/technical programs and is integrated into the curriculum where specific courses require laboratory experience.

Evaluative Criteria

The faculty of each Commercial Sheet Metal program that includes live work as part of its curriculum develops and implements a written live work system.

Information about the live work system of the Commercial Sheet Metal program is made available to the entire institution.

The live work system supports and enhances the course curricula. Live work does not replace or interrupt essential course content or sequence and seeks to avoid conflict with community businesses.

The live work system is consistent with the philosophy, purpose, goals, and objectives of the Commercial Sheet Metal program.

The live work system details methods for publicizing services, handling customer relations, accounting, assigning work, documenting work, and/or other needed functions.

The live work system is developed by the Commercial Sheet Metal program faculty using input from students when possible.

The live work system conforms to institutional regulations and is approved by the administration of the institution.

The live work system conforms to the live work policy of the Georgia Board of Technical and Adult Education.

## COMMERCIAL SHEET METAL

The live work system is evaluated annually by the faculty of each Commercial Sheet Metal program and revised, as needed.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Equipment, Supplies, and Materials)

### Standard Statement

The furnishings, equipment, supplies, and materials for the Commercial Sheet Metal program are sufficient, appropriate, and adequately maintained to support safe and effective instruction.

### Explanatory Comment

Program equipment, supplies, and materials include items used in a given occupation and items used in the delivery of instruction.

### Evaluative Criteria

Current and adequately maintained furnishings, equipment, supplies, and materials are available to meet the instructional goals and performance objectives of the Commercial Sheet Metal program.

Students in the Commercial Sheet Metal program are helped to develop transferable occupational skills by using instructional equipment, tools, materials, and supplies that are comparable to those currently used in the occupational field. Tools and equipment reflect industry quality standards.

The furnishings, equipment, supplies, and materials used in the Commercial Sheet Metal program meet or exceed applicable local, state, and federal health and safety standards.

The Commercial Sheet Metal program makes provisions to ensure that all health and safety equipment, machine guards, fixtures, materials, and supplies required by local codes, state law, and professional practice are available and maintained in working order.

The Commercial Sheet Metal program requires that applicable personal safety devices, equipment, and supplies are available, utilized, and maintained in working order.

First aid supplies appropriate for the Commercial Sheet Metal program are available throughout each program area.

## COMMERCIAL SHEET METAL

Commercial Sheet Metal program equipment, supplies, and materials are installed, color coded, controlled, ventilated, and/or stored in accordance with applicable health and safety codes.

The Commercial Sheet Metal program implements an equipment, materials, and supplies management system that delineates proper procedures for purchasing, maintaining, locating, storing, inventorying, securing, distributing, repairing, replacing, and safely using instructional items.

The Commercial Sheet Metal program utilizes its advisory committee and other inputs in implementing annual evaluation and planning procedures to maintain or improve the adequacy, safety, and management of equipment, materials, and supplies.

# COMMERCIAL SHEET METAL

## INSTRUCTIONAL PROGRAM
(Physical Facility)

Standard Statement

The Commercial Sheet Metal program is provided with adequate and appropriate facilities.

Explanatory Comment

The facilities for the Commercial Sheet Metal program vary depending on enrollments, learning activities involved, instructional equipment used, indoor and/or outdoor instruction involved, and other factors.

Evaluative Criteria

Space allocations for the Commercial Sheet Metal program are appropriate for the number of students enrolled and the type of instructional activity involved.

The physical facilities for the Commercial Sheet Metal program are designed to facilitate instructional delivery, allow program flexibility, accommodate instructional management, protect students and staff against safety hazards, protect equipment from loss or damage, provide accessibility to all students, and create a positive atmosphere for effective learning.

The physical facilities for the Commercial Sheet Metal program are arranged to separate noise-producing activities from those that require a quiet environment, to expedite student traffic flow, and to prevent disruption of instruction.

Water, electricity, and other utilities are safely and conveniently provided to the Commercial Sheet Metal program on the basis of instructional needs.

The Commercial Sheet Metal program is provided with lighting, heating, cooling, ventilation, and any specialized control systems needed to maintain healthy and safe working conditions and meet instructional requirements.

The physical facilities for the Commercial Sheet Metal program include classrooms, laboratories, and/or other specialized learning areas needed to meet instructional requirements.

## COMMERCIAL SHEET METAL

The institution provides adequate and appropriate non-instructional facilities including offices, restrooms, storage areas, and any other specialized areas needed to meet Commercial Sheet Metal program needs.

The facilities for the Commercial Sheet Metal program are maintained regularly and operated effectively and cost efficiently.

The Commercial Sheet Metal program faculty and advisory committee conduct an annual facility evaluation which contributes to the overall institutional facility review process.

# COMMERCIAL SHEET METAL

## ACADEMIC SKILLS
(Academic Requirements)

Standard Statement

Academic achievement standards are established for the Commercial Sheet Metal program.

Explanatory Comment

Examples of academic skills include, but are not limited to, communication skills, reading comprehension skills, and computation skills.

Developmental studies assists students to improve skills such as language usage, reading, and computation prior to regular program admission.

Evaluative Criteria

The Commercial Sheet Metal program utilizes academic achievement standards for admission that reflect skills necessary for successful participation in the instructional program.

The institution offers developmental studies to students who do not meet academic achievement standards for program admission.

The institution offers a required general core curriculum consisting of academic instruction.

Opportunities for academic remediation are provided to students while enrolled in Commercial Sheet Metal program courses.

The Commercial Sheet Metal program utilizes academic evaluation achievement standards that reflect skills necessary for successful performance on the job.

Where a state-approved evaluation has not been established, evaluation of essential academic skills is conducted according to standards developed by the local program faculty.

# COMMERCIAL SHEET METAL

## EMPLOYABILITY SKILLS
(Job Acquisition)

Standard Statement

Job acquisition competency areas are integrated into the curriculum of the Commercial Sheet Metal program.

Explanatory Comment

Employability skills refer to the basic academic, interpersonal, reasoning, problem solving skills, and work ethics that, when transferred to the occupational settings, facilitate job acquisition, retention, and advancement.

Job acquisition competency areas consist of essential employability skills that directly influence the ability to obtain employment.

Evaluative Criteria

The Commercial Sheet Metal program faculty ensures that job acquisition competency areas are included in the curriculum.

Job acquisition competency areas include, but are not limited to, the following:
a) job search;
b) job application and resume preparation;
c) interviewing; and
d) job marketing.

The Commercial Sheet Metal program faculty utilizes job follow-up data, current research, and the expertise of the program advisory committee to evaluate and update the delivery of program employability skills training.

The Commercial Sheet Metal program faculty assists in providing student employment information to the job placement office.

The Commercial Sheet Metal program faculty encourages and guides students in preparing occupationally appropriate job acquisition materials such as applications, resumes, letters of reference, work histories, course descriptions or outlines, transcripts, and other related information.

## COMMERCIAL SHEET METAL

The media collection includes multi-media employability information appropriate for classroom and individual student use.

# COMMERCIAL SHEET METAL

## EMPLOYABILITY SKILLS
(Job Retention and Advancement)

Standard Statement

Job retention and advancement competency areas are integrated into the curriculum of the Commercial Sheet Metal program.

Explanatory Comment

Employability skills refer to the basic academic, interpersonal, reasoning, problem solving skills, and work ethics that, when transferred to the occupational settings, facilitate job acquisition, retention, and advancement.

Job retention and advancement competency areas consist of desirable job performance skills and attitudes that directly influence the ability to maintain employment or achieve an improved employment role. Included within this definition are such behaviors as punctuality, initiative, integrity, honesty, productivity, cooperativeness, tactfulness, ability to respond to supervision, follow directions, adhere to policies/regulations, proper utilization of tools and resources, and observance of safety provisions.

Evaluative Criteria

The administration and faculty of the Commercial Sheet Metal program ensures that job retention and advancement competency areas are included in the curriculum through implementation of the following essential components of a work ethics program:

a) demonstrated commitment of administration and faculty;
b) involvement of business/industry;
c) timely and effective explanation to students;
d) uniform system for student evaluation within each institution;
e) appropriate student/teacher interaction;
f) consistent monitoring by instructional supervisor;
g) inclusion of a work ethics grade displayed on the official student record/transcript indicating the extent to which appropriate work habits are demonstrated in student performance in shop, laboratory, and certain other designated courses; and
h) maintenance of appropriate documentation.

The grades assigned for work ethics shall not be utilized in calculating the student's grade point average.

# COMMERCIAL SHEET METAL

## STAFF
(Faculty Qualifications and Responsibilities)

Standard Statement

Qualified faculty are responsible for carrying out the purpose, goals, and objectives of the Commercial Sheet Metal program.

Explanatory Comment

Essential faculty qualifications and responsibilities are detailed in the Certification Manual and the program-specific standards established by the Georgia Board of Technical and Adult Education.

Evaluative Criteria

The qualifications for each Commercial Sheet Metal program part-time or full-time faculty member meet the requirements specified in the Certification Manual of the Georgia Board of Technical and Adult Education, as appropriate, and the requirements of the designated accrediting agency(ies).

The responsibilities of each Commercial Sheet Metal program part-time or full-time faculty member are in compliance with the requirements specified in the Georgia Board of Technical and Adult Education Policy Manual and are in conformance with the requirements of the designated accrediting agency(ies).

The faculty of the Commercial Sheet Metal program use annual staff development opportunities to assure achievement of occupational and instructional competency.

# COMMERCIAL SHEET METAL

## ADVISORY COMMITTEE
(Function)

Standard Statement

A program advisory committee provides expert support for the Commercial Sheet Metal program.

Explanatory Comment

A program advisory committee is established to promote interaction between the Commercial Sheet Metal program and businesses and industries served by the program.

Faculty use the expertise of the advisory committee to improve program content and operation.

Evaluative Criteria

The Commercial Sheet Metal program advisory committee assists with developing short-range and long-range plans.

The Commercial Sheet Metal program advisory committee provides advice regarding curriculum content to ensure that courses relate to present and future employment needs.

The Commercial Sheet Metal program advisory committee makes suggestions regarding the modification, addition, or deletion of course offerings.

The Commercial Sheet Metal program advisory committee supports the program through public relations activities.

The Commercial Sheet Metal program advisory committee makes recommendations regarding the design and use of physical facilities.

The Commercial Sheet Metal program advisory committee makes recommendations regarding the selection and maintenance of equipment.

The Commercial Sheet Metal program advisory committee assists in evaluation of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial support of the program.

## COMMERCIAL SHEET METAL

The Commercial Sheet Metal program advisory committee submits its recommendations regarding program related changes to the appropriate state-level technical committee for review on an annual basis.

The Commercial Sheet Metal program faculty provides documented evidence that program advisory committee recommendations are considered and that specific action is taken on each recommendation.

# COMMERCIAL SHEET METAL

## ADVISORY COMMITTEE
(Membership)

Standard Statement

The membership of the Commercial Sheet Metal program advisory committee is representative of the community and employment market served by the program.

Explanatory Comment

The Commercial Sheet Metal program advisory committee is composed primarily of persons in the industry served by the program and includes persons within the community and employment market who positively impact the program.

Evaluative Criteria

The faculty of the Commercial Sheet Metal program, in cooperation with the administration of the institution, selects the advisory committee.

The Commercial Sheet Metal program advisory committee includes a cross-section of representatives from program-related businesses and industries.

The Commercial Sheet Metal program advisory committee includes program-related business and industry representatives who have varying occupational positions.

The Commercial Sheet Metal program advisory committee includes faculty as ex officio members.

The Commercial Sheet Metal program advisory committee is composed of a minimum of five members.

The Commercial Sheet Metal program advisory committee maintains a base of experienced members while acquiring new members.

The Commercial Sheet Metal program advisory committee members are recognized for their dedication and effort to improve the quality of education.

# COMMERCIAL SHEET METAL

## ADVISORY COMMITTEE
(Meetings)

Standard Statement

Commercial Sheet Metal program advisory committee meetings have a planned program of work.

Explanatory Comment

Regularly scheduled formal advisory committee meetings focus on planning, developing, implementing, and evaluating the Commercial Sheet Metal programs.

Evaluative Criteria

The Commercial Sheet Metal program advisory committee has an annual program of work on file.

The Commercial Sheet Metal program advisory committee meets a minimum of two times annually on a scheduled basis.

The Commercial Sheet Metal program advisory committee elects officers, including a chairperson and a secretary.

The Commercial Sheet Metal program advisory committee follows an agenda which is distributed to members prior to each meeting.

The chairperson of the Commercial Sheet Metal program advisory committee assists program faculty in developing the agenda for each meeting.

The Commercial Sheet Metal program advisory committee maintains minutes indicating date, agenda, members present, and recommendations.

Minutes are distributed to each Commercial Sheet Metal program advisory committee member prior to each meeting.

The Commercial Sheet Metal program advisory committee maintains an open file of minutes and other necessary documents for a minimum of three years.

## COMMERCIAL SHEET METAL

The Commercial Sheet Metal program advisory committee members are invited to make periodic classroom visits to the institution.

The Commercial Sheet Metal program advisory committee has a quorum present to conduct business.

Standard Number:
67-10-01

# COMMERCIAL SHEET METAL

## SPECIAL NEEDS
(Commitment)

Standard Statement

The Commercial Sheet Metal program is committed to providing technical education to special needs students.

Explanatory Comment

Special needs students are those who are academically and/or economically disadvantaged, are physically and/or mentally handicapped, or are national origin minority students with limited English language skills.

The special needs requirements of the Georgia Board of Technical and Adult Education meet or exceed all relevant local, state, and federal legislation.

Special needs legislation includes, but is not limited to, mandates for auxiliary aids to students, removal of architectural and equipment barriers, and non-restrictive career counseling.

Evaluative Criteria

Special needs policies and operational procedures that comply with current local, state, and federal special needs legislation are implemented in the Commercial Sheet Metal program.

Students who are academically and/or economically disadvantaged are provided special services and assistance to enable them to succeed in the Commercial Sheet Metal program.

Students who have physical and/or mental impairments are provided special services and assistance to enable them to succeed in the Commercial Sheet Metal program.

Students who are national origin minority students with limited English language skills are provided special services and assistance to enable them to succeed in the Commercial Sheet Metal program.

Commercial Sheet Metal program faculty are prepared, through staff development education, to provide assistance for students with special needs.

## COMMERCIAL SHEET METAL

All special needs personnel meet Georgia Board of Technical and Adult Education certification requirements.

Course objectives within the Commercial Sheet Metal program are utilized as the basis for developing an Individualized Education Program (IEP) for each handicapped student under 21 years of age enrolled in the program.

# COMMERCIAL SHEET METAL

## EQUITY
(Commitment)

Standard Statement

The Commercial Sheet Metal program affords equal access and opportunities to all qualified students and staff.

Explanatory Comment

Equal access and equal opportunity refer to the prohibition of discrimination on the basis of race, color, national origin, religion, sex, age, or handicapping condition in educational programs, activities, and employment.

The equal access and equal opportunity requirements of the Georgia Board of Technical and Adult Education meet or exceed all relevant state and federal legislation.

Equal access and equal opportunity legislation includes, but is not limited to, mandates for: equitable admissions practices, counseling, employment, grievance procedures, and leave; nondiscriminatory recruitment and promotional materials; and public notification of nondiscrimination.

Evaluative Criteria

The nondiscrimination commitment of the Commercial Sheet Metal program complies with current Georgia Board of Technical and Adult Education policy and state and federal law.

A written institutional policy that ensures equal access to all qualified students who can safely benefit from instructional services regardless of race, color, national origin, religion, sex, age, or handicapping condition is implemented in the Commercial Sheet Metal program.

Standard Number:
67-12-01

# COMMERCIAL SHEET METAL

## HEALTH AND SAFETY
(Commitment)

Standard Statement

The Commercial Sheet Metal program provides a safe and healthy environment for students and staff.

Explanatory Comment

References for proper health and safety conditions, equipment, practices, and procedures are available in Georgia Board of Technical and Adult Education policy and local, state, and federal law. Emergency and disaster plans, accident reports, and fire drill procedures are outlined in information from the State Fire Marshall's Office, the Civil Defense Division, and the Georgia Department of Human Resources.

Health and safety facility and equipment provisions required by the Georgia Board of Technical and Adult Education meet or exceed appropriate local, state, and federal law.

Evaluative Criteria

The physical facility, furnishings, equipment, supplies, and practices of the Commercial Sheet Metal program meet or exceed appropriate local, state, and federal health and safety standards.

Proper health and safety practices are developed, implemented, and integrated into the Commercial Sheet Metal program.

The Georgia Board of Technical and Adult Education does not discriminate on the basis of age, sex, race, color, religion, national origin, or handicap in its educational programs, activities, or employment policies.